

WHY YOU SHOULD

A few good reasons



- Environmental requirements apply to businesses both large and small.
- New laws and regulations may have serious financial and legal consequences.
- Expanded and detailed regulations may demand both technical and legal specialists.
- Only licensed professionals can certify (sign-off) the following:
 - air/water/soil testing results
 - design and construction documents
 - abatement and remediation plans
 - environmental audits
 - land /air/water permits
 - compliance status
- legal parameters

HOW YOU SHOULD

Things to remember

- Define the category of your issue (hazardous waste, air, water, storage, etc.).
- Determine role and scope of work needed.
- Obtain statements of qualifications and proposals from three firms.
- Evaluate your consultants.
 - Key points to consider in your evaluation:
 - ◆ reputation and references
 - ◆ license and certifications
 - ◆ longevity and location of firm
 - ◆ insurance-amount and type
 - ◆ specific experience and approach
 - ◆ ability to meet schedule
 - ◆ communication style
 - ◆ potential conflicts
 - ◆ identity of project manager, lead attorney, and key staff
 - ◆ relationship with regulatory agencies
 - ◆ identity of sub-consultants
 - ◆ team approach to project
- Reach agreement, negotiate fee and finalize contract with top choice.

YOUR CHOICES

*Typical Consultant
Specialties/Services*

ENVIRONMENTAL ATTORNEY

- ◇ Provides advice on all state and federal laws and regulations.
- ◇ Assists with permitting and reporting.

ENVIRONMENTAL PROFESSIONAL

- ◇ Manages overall project to ensure all required tasks are completed within scope of work.

ENVIRONMENTAL TECHNICIAN

- ◇ Performs field office work, including mapping, sampling and surveying.

PROFESSIONAL ENGINEER

- ◇ Directs and provides final approval of all reports, key documents, and permits produced by technical staff.

GEOLOGIST

- ◇ Supervises and monitors groundwater site investigation of assessments and remediation system design.

BIOLOGIST

- ◇ Determines environmental effects on vegetation and animal life.

CHEMIST

- ◇ Analyzes and interprets air, water, and soil samples.

CONTRACTS AND FINANCES



Suggested checklist

- ☐ Small scale projects require a simple letter of reference and a brief scope of work.
- ☐ Large scale projects require a detail scope of work with attendant drawings, terms and conditions.
- ☐ Provisions for change orders.
- ☐ Declaration of compliance with all laws.
- ☐ Provisions for confidentiality.
- ☐ Dollar amount and terms of contract payments.
- ☐ Final payment and completion terms.
- ☐ Conditions of termination.
- ☐ Guarantee of acceptable liability coverage.
- ☐ Specific environmental liability coverage.
- ☐ Level of owner indemnification.
- ☐ Pertinent bank/loan environmental clauses.
- ☐ Current lenders list of approved consultants.
- ☐ Lending institutions identified and committed early.

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TENNESSEE

**SMALL BUSINESS
ENVIRONMENTAL
ASSISTANCE
PROGRAM
(SBEAP)**

***"Partnerships for
a Clean Air in
Tennessee"***

1-800-734-3619
Toll Free

For more information or assistance, contact:
Tennessee Small Business
Environmental Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

1-800-734-3619

www.tn.gov/environment/small-business/index.shtml
BGSBEAP@tn.gov



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HOW TO SELECT AN ENVIRONMENTAL CONSULTANT



Permits Site assessments

Compliance solutions

**Tennessee Department of
Environment & Conservation
Small Business Environmental
Assistance Program**

**In Nashville (615) 532-8013
Outside Nashville 1 (800) 734-3619**

BGSBEAP@tn.gov